

August 2007

Graduate Handbook

University of Arkansas

DEPARTMENT OF MUSIC

J. William Fulbright College of Arts and Sciences
Department of Music

2008-2009

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INTRODUCTION

Welcome to The University of Arkansas Department of Music. We hope that you will experience a professional learning environment and enlightening musical opportunities in your masters' studies.

Although graduate students are ultimately responsible for their progress toward the masters degree, you will be advised and your progress monitored by the Graduate Music Adviser, Dr. Stephen Gates. This handbook, the Graduate Catalog, the Graduate School Handbook, and the current Schedule of Classes should answer most questions; however, Dr. Gates and the Graduate School are available for consultation. Dr. Gates's office is room 314, phone number 575-5764 and email sgates@uark.edu. It is always better to schedule an appointment, than to assume Dr. Gates is available.

The purpose of this Handbook is to outline the details of progress that you will make between taking the Diagnostic Music History and Music Theory Exams and applying for graduation. You will find steps to apply for graduate school, an application for graduate assistantships, audition information, curriculum guides for all masters programs, a list of graduate faculty, advising procedures, assistantship duties and issues, a record of yearly progress, and reminders concerning the final term. Web sites that you will want to access include the graduate school web site (www.uark.edu/depts/gradinfo/) where you will find the Graduate School Handbook.

STEPS TO SUCCESSFUL COMPLETION OF A MASTERS DEGREE



TAKE MUSIC HISTORY AND MUSIC THEORY DIAGNOSTIC EXAMS
Music Education Students submit a tape and schedule an interview
(Study Guides are at the end of this handbook)
(Tests are administered during the week preceding the first week of the semester)

MEET FOR ADVISING WITH DR. GATES
CONSULT MAJOR PROFESSOR
PLAN THE SEQUENCE OF COURSEWORK IN DEGREE PLAN
File the Advisory Committee Form with Dr. Gates

NOTE: REMEDIAL CLASSES IN MUSIC HISTORY AND THEORY MUST BE COMPLETED BEFORE
YOU CAN TAKE GRADUATE LEVEL MUSIC HISTORY AND THEORY CLASSES

BY SECOND SEMESTER FORM THESIS/PROJECT COMMITTEE

INTERVIEWS/FILE YEARLY REVIEWS

FINAL SEMESTER

APPLY FOR GRADUATION

FINISH THESIS/PROJECT: DEFEND

FORM EXAM COMMITTEE: TAKE WRITTEN AND ORAL EXAMS

CELEBRATE



INFORMATION ABOUT THE U OF A MUSIC DEPARTMENT

DEPARTMENT OF MUSIC - FACILITIES

The Department of Music has offices and classrooms in three University Buildings and the Walton Arts Center:

The Music Building (MB) located directly south of Mullins Library houses: the Chair's Office; Departmental Office; Choral rehearsal facilities; the piano lab; the computer laboratory; studios for piano, vocal, woodwind, brass, and string faculty; classrooms and practice rooms. Building hours are from 7 a.m. to 11 p.m. Monday - Friday, and 8 a.m. to 11 p.m. on weekends. University buildings are usually locked over vacation periods. Smoking is not permitted anywhere in the Music Building or on the University campus.

The Fine Arts Building (FA), connected to the Music Building by a bridge walkway, houses the Stella Boyle Smith Concert Hall (FA 140),—where most on-campus concerts are presented—and the Fine Arts Library (note that the music collection is in Mullins Library).

The Lewis E. Epley, Jr., Band Hall (BB) located directly south of the Arkansas Student Union, contains the Eldon A. Janzen rehearsal hall (4400 sq. ft.) and a smaller rehearsal hall, as well as percussion practice rooms and the offices of the Percussion and Band faculty. This building serves as rehearsal area for the Concert Bands, the "Razorback" Marching Band, the University Symphony Orchestra, the Jazz Band, and the Percussion Ensemble.

The Walton Arts Center (WAC) is the concert site for the large performing ensembles (Symphony Orchestra, Wind Ensemble, Symphonic Band, Concert Band, Schola Cantorum, Concert Choir, and Opera Theater). Its state-of-the-art 1,200 seat Baum-Walker Hall and 250-seat Starr Theater provide top-quality performance venues for UA ensembles and recitals.

MULLINS LIBRARY

Mullins Library houses the University's collection of music, scores, and music-related books. Recordings are in the Audio-Visual room. Library hours are posted on the library door; the Head of Performing Arts and Media is Lora Lennertz Jetton.

LOCKER CHECK-OUT

Many Graduate Assistants are assigned their own desk in an office with other graduate assistants. If you plan to teach in your office space you will need to coordinate schedules with your office mates.

Graduate students who are not assistants but have a demonstrable need for a locker are entitled to one in the Music Building. Locker assignments are based on the size required for each student's need, and are made each Fall, Spring and Summer terms in the department office. Students should bring copies of their class schedule print-outs when registering for lockers to verify ensemble enrollment. Lockers must be vacated at the end of each semester unless arrangements have been made in the department office to retain the locker during the next term.

KEYS

If you have need of a key to a room in the music building, please see Jaime in the music office. If you are a graduate assistant you will be able to check out a key to your office, to the building, and to any teaching space required. Key cards are picked up, with the signature of either Dr. Mains or Dr. Misenhelter, in the music office. You will need to take the key card and your photo ID to the key office on Mitchell Street to get your keys. Keys must be returned at the completion of your degree. No keys or office spaces are assigned to students not on teaching assistantship assignments.

INSTRUMENT CHECK-OUT

Students enrolled in MUEN (Music Ensemble), MUAP (Applied Music), or MUAC (Applied Class) courses may be eligible to check-out university-owned equipment for use in those courses. Check with the MUAP teacher, MUAC teacher or MUEN conductor for details.

PRACTICE ROOMS

There are several different practice rooms available in the music building. There are six grand pianos in practice rooms on the third floor in rooms that remain locked. These are available for use by pianists who have access approved by the piano faculty; a key may be checked out through Jaime Marchese, one semester at a time. .

MUSIC STANDS

Music stands are provided in the instrumental large ensemble rehearsal areas (the two large rehearsal areas in Epley Hall, and the Concert Hall). Music stands can often be found in practice rooms in the Music Building, but a student cannot be assured that a music stand will be available. Therefore, all music majors who regularly use music stands should plan to purchase a folding stand for use in chamber music and instrument classes that meet in the Music Building. Folding stands are available at SAIED Music Company for around \$12, and also from the University Bookstore.

MUSIC DEPARTMENT OFFICE

The Music Department Office, located in MB 201, houses the Department Chair, and three secretaries. A photo-copying machine is also located in the outer office. The photo-copy machine is available only for copying University-related documents; requests for copying are made in the office.

RESERVING CONCERT FACILITIES

Most student recitals take place in the Stella Boyle Smith Concert Hall, rarely in other venues. Your applied teacher will assist you in reserving the hall. The procedures are described in a document entitled "Concert Venues and Reservation Policies" available online. Forms for reserving the Concert Hall are available in the Music Office. Most events start at 8 P.M. however, because facilities are tight it is possible to schedule two recitals on one day: one at 6 P.M. and one at 8:30 P.M. The person who first requested the date may choose between the times. The Department has established dates for each semester to sign up for the various types of recitals (faculty recitals, graduate recitals, student ensemble concerts, undergraduate degree recitals, non-degree recitals, etc.). The dates for the 2008-2009 school year are as follows:

To Sign up for a Fall Semester 2008 recital

Graduate Students may sign up for Fall recitals from August 25 through September 12.

Undergraduate students scheduling degree recitals in the Fall may sign up from September 2 through September 12.

Rehearsal times and all other recitals may be requested between September 8 and September 12. Recitals and concerts have priority over rehearsals under all circumstances.

Please notice that **September 12** is the last date for scheduling Fall Semester recitals.

To Sign up for a Spring Semester 2009 recital

Graduate Students may sign up for Spring recitals from October 20 through January 23.

Undergraduate students scheduling degree recitals in the Spring may sign up from October 22 through January 23.

Rehearsal times and all other recitals may be requested between November 3 and January 23. Recitals and concerts have priority over rehearsals under all circumstances.

Please notice that **January 23** is the last date for scheduling Spring Semester recitals.

CONCERT PROGRAMS AND POSTERS

Concert programs for student solo and degree recitals are to be prepared, "camera ready", by the performer. Guidelines for preparation, and sample programs, are available in the Music Office from Jaime Marchese. Be sure your applied teacher has approved your program for content, language consistency, etc., before submitting. Programs must be prepared and approved by your applied teacher and Jaime Marchese at least one week in advance of the scheduled program. Programs that are not approved by faculty and by Ms. Marchese will not be printed by the Department.

Students are responsible for their own publicity posters and program notes. For guidance on the preparation of program notes, consult your applied teacher.

RECORDING

The Music Department records all student degree recitals, student ensemble performances, and faculty recitals.

1. Degree Recital Recording for all music majors. The performer is provided a CD recording of the performance.

2. Student Ensemble Performances are recorded on CD, and the ensemble director is provided a copy.
3. Faculty Recitals are recorded on CD, and the faculty member is provided a copy.
4. CD's are available for any event recorded by the Music Department. You might want an extra copy of your own recital, a friend's recital, an ensemble performance you were involved in, or a copy of your teacher's recital. The A-V office of Mullins Library will produce a copy for a modest fee, or you may take your own blank media to the A-V room of Mullins Library, check out the recording you wish to copy, and copy it yourself using the equipment available in A-V.
5. Only events scheduled in the Stella Boyle Smith Concert Hall and Walton Arts Center will be routinely recorded by the Music Department; other events may be recorded as needs and circumstances dictate.

PERFORMANCE OPPORTUNITIES

Solo performances represent an important part of a music student's training at the University of Arkansas, in performance degrees. Students are encouraged to take advantage of these opportunities:

Wednesday Recital Hour (WRH): Meets every Wednesday, except the first Wednesday of each month, at 3:30 p.m. in the Stella Boyle Smith Concert Hall. Bachelor of Music majors are required to attend. Performance times are reserved in the Music Office; performers must submit a performance information form not later than one week previous to the performance. Students who cancel a WRH performance may not re-schedule during the same semester; no substitutions are allowed on WRH performances. The last two or three Student Recitals of each semester are usually crowded; students should reserve times early in the semester.

Honors Recital Competition: Soloists and ensembles are selected through competitive audition, involving an independent panel of judges.

MTNA Competition: National competition organized by the Music Teachers National Association, and held at the state, regional, and national levels. State competition normally takes place late in October or early in November.

USO Concerto/Aria: Takes place concurrently with the North Arkansas Symphony Concerto-Aria Competition. The winner performs with the University Symphony in the spring semester. The literature should be one movement of a concerto; it

should be performed from memory and there is a 10-minute limit. Works after 1800 must be approved by the symphony conductor.

MISSING CLASSES, REHEARSALS

Occasionally it is necessary for students to miss classes and rehearsals due to tours, trips, illness, etc. Please be aware that at the University of Arkansas, faculty are under no obligation to excuse a student from a class; each faculty member retains the right to decide whether a reason presented by a student is grounds for an excused absence. After checking with each of your teachers to see whether the absence will be excused, ask him or her what you did, or will, miss, and how you can make up for material missed in your absence (class notes, recordings played, music rehearsed, etc.). The concept of an "excused" absence simply means that a student's absence will not directly result in a grade reduction. It does **not** (and should not) excuse the student from learning the course content that was covered during the class.

PETITIONING PROCESS

All policies and regulations of the University of Arkansas allow a petitioning process as an avenue for students to present what they feel are compelling reasons to be exempt from a policy or requirement. The petition normally takes the form of a letter addressed to the official or committee charged with carrying out the policy or regulation. If you wish to present a petition, but are uncertain of the procedure, consult with your private teacher, area coordinator, academic advisor or the department chair.

ADVISING

Dr. Gates will post advising appointment times during pre-registration weeks and at various other times to assist you with planning your schedule. To help him serve your needs effectively, you should prepare a list of appropriate courses for each semester's registration, and consult the Schedule of Classes web site published by the University each semester to determine the best available schedule for your classes. Your major professor and advisory committee should be consulted each semester.

GRADUATE FACULTY

Professor Gates, 'Cello and Graduate Adviser

Professor Cencel, Voice
Professor Greeson, Composition/Theory and Guitar
Professor Mains, Flute, Department Chair
Professor Markham, Ethnomusicology, Asian Musics (Japan)
Professor Mueller, Composition/Theory
Professor Ragsdale, Percussion
Professor Ramey, Bassoon
Professor Sloan, Trombone
Professor Thompson, French Horn
Professor Warren, Wind Symphony
Professor Wolpert, Ethnomusicology, Asian Musics (China)

Associate Professor Jones, Voice, Choral
Assistant Professor Elizabeth Margulis, Theory
Associate Professor Jura Margulis, Piano
Professor Misenhelter, Music Education and Associate Chair
Associate Professor Yoes, Voice

Assistant Professor Cholthitchanta, Clarinet
Assistant Professor Hickson, Piano
Assistant Professor Kahng, Violin and Viola
Assistant Professor Langager, Director of Choral Activities
Assistant Professor Pierce, Tuba and Euphonium
Assistant Professor Rulli, Trumpet
Assistant Professor Russell, Music Education

Instructor Delaplain, Oboe
Adjunct Assistant Professor Gunter, Bands
Visiting Assistant Professor Lacy, Opera
Instructor Morris, Saxophone
Instructor Pratchard, Percussion, Band

ANNUAL GRADUATE STUDENT ACADEMIC REVIEW

Yearly progress is monitored through the Annual Graduate Student Academic Review process. You will have a committee consisting three members; this committee must include your major professor. Your major professor will complete a form that will be given to Dr. Gates before the end-of-the-year interview with him. At the end of the interview you will be asked to take a report to the Graduate School. Copies of these two reports appear on the following pages.

Music Department
Graduate Student Yearly Review

Name _____ ID Number _____

Year Entered _____ Degree Program _____

Interview conducted by _____

This student:

Has Met the Following Requirements

- Has at least a 3.0 Grade Point Average
- Has completed at least 12 Graduate Hours
- Has completed all (if any) deficiencies

Will need to address the following deficiencies:

- Music History
- Music Theory
- Performance Requirements
- Minimum Grade Point Average
- Number of Graduate Hours

Performance Majors:

This student should be able to complete the required recitals in the following year.

Performance Professor

Thesis/Project Advisors

This student's topic or composition is:

This student is making adequate progress toward completion of the project.

Thesis/Project Advisor

ANNUAL GRADUATE STUDENT ACADEMIC REVIEW

Please submit to the Graduate School no later than May 31st of each year.

1. Name of student: _____
2. Student's Personal Identification Number: _____
3. Student's degree program: _____
4. Semester and year student entered degree program: _____
5. This student is (check one):
 - making normal progress toward the degree
 - making adequate progress toward the degree
 Attach a memo describing the requirements expected for students making normal progress which have not been met by this student. Explain how the student's progress is adequate and when it is likely that the student will complete the degree, if he/she continues current progress. Indicate any qualifications on this evaluation.
 - making neither adequate nor normal progress toward the degree.
 Attach a memo describing the requirements expected for students making at least adequate progress which have not been met by this student. Explain whether the student will be allowed to continue in the degree program and the stipulations of that continuation. Provide a detailed description of how the situation will be remedied so that the student is once again making at least adequate progress toward degree. **Memo must be signed by department/program head/chair.**
6. The results of the review were communicated to the student:
 - a) by face-to-face interview on _____ (date)
 _____ (signature of student)
 - b) by the following procedure because the face-to-face interview was not possible or practical (include dates of notification): _____

7. This form accurately summarizes the annual graduate student academic review for this student for _____:

 (Academic Year)

Name of Review Coordinator

Signature of Review Coordinator

(Date)

FOR GRADUATE SCHOOL USE ONLY:

Review accepted: (date)_____ (signature of dean):_____

**CURRICULUM GUIDES
Master of Music
Instrumental Performance**

Name _____ Student Number _____

Year Entered _____

Applied

16

MUAP 510V	
MUAP 510V	
MUAP 510V	
MUAP 510V	
Total	14 hours
Concerto	
Transposition and Sight Reading	
MUAP 5201 (solo recital)	
MUAP 5211 (chamber recital)	

Music History and Music Theory

12

MUHS 5973 Bibliography and Methods of Research	
MUHS 4253, 4963H, 5753, 5773, 5783, or 5793	
MUTH 4773, 5623, 5343, or 5643	
Electives selected from MUHS or MUTH in boxes 2 and 3 above or MUHS 4253 or MUHS 4963H	

Electives*

8

* There is a maximum of four hours of ensemble allowed.

Total

36

Four Semester Plan

Semester 1	Semester 2
Semester 3	Semester 4

**Master of Music
Keyboard Performance**

Name _____ Student Number _____

Year Entered _____

Applied

16

MUAP 510V	
MUAP 510V	
MUAP 510V	
MUAP 510V	
Total	14 hours
Concerto	
MUAP 5201 (solo recital)	
MUAP 5211 (chamber recital)	

Music History and Music Theory

12

MUHS 5973 Bibliography and Methods of Research	
MUHS 4253, 4963H, 5753, 5773, 5783, or 5793	
MUTH 4773, 5623, 5343, or 5643	
Electives selected from MUHS or MUTH in boxes 2 and 3 above or MUHS 4253 or 4963H	

Electives*

8

*Study of Keyboard Literature is required if not adequately covered in the undergraduate degree presented for admission, but will count toward the degree as an elective.

Total

36

Four Semester Plan

Semester 1	Semester 2
Semester 3	Semester 4

**Master of Music
Voice Performance**

Name _____ Student Number _____

Year Entered _____

Applied

16

MUAP 510V	
MUAP 510V	
MUAP 510V	
MUAP 510V	
Total	14 hours
Opera or Oratorio Role	
Language Proficiencies (English and three foreign languages)	
MUAP 5201 (solo recital)	
MUAP 5211 (chamber recital)	

Music History and Music Theory

12

MUHS 5973 Bibliography and Methods of Research	
MUHS 4253, 4963H, 5753, 5773, 5783, or 5793	
MUTH 4773, 5623, 5343, or 5643	
Electives selected from MUHS or MUTH in boxes 2 and 3 above or MUHS 4253 or 4963H	

Electives*

8

*Study of Vocal Literature is required if not adequately covered in the undergraduate degree presented for admission, but will count toward the degree as an elective.

Total

36

Four Semester Plan

Semester 1	Semester 2

Semester 3	Semester 4

**Master of Music
Composition**

Name _____ Student Number _____

Term Entered _____

Music Theory and Composition

21

MUTH 5643 Analysis of 20th Century Music	
MUTH 568 V (6)	
MUTH 600 V (6)	
Electives in MUTH (6)	

Music History and Literature

6

MUHS 5973 Bibliography and Methods of Research	
MUHS 5753, 5773, 5783, 5793, 5903	

Electives

9

Total

36

Semester 1	Semester 2

Semester 3	Semester 4

**Master of Music
Music Theory**

Name _____ Student Number _____

Term Entered _____

Music Theory and Composition

21

MUTH 5623	
MUTH 5643 Analysis of 20th Century Music	
MUTH 600 V (6)	
Other MUTH (9)	

Music History and Literature

6

MUHS 5973 Bibliography and Methods of Research	
MUHS 5753, 5773, 5783, 5793, 5903	

Electives

9

Total

36

Four Semester Plan

Semester 1	Semester 2

Semester 3	Semester 4

**Master of Music
Music History
(music history, early music performance practice)**

Name _____ Student Number _____

Term Entered _____

Music History and Literature

20

MUHS 5973 Bibliography and Methods of Research	
MUHS 5753, 5773, 5783, 5793, 5903	
MUHS 5753, 5773, 5783, 5793, 5903	
MUHS 5753, 5773, 5783, 5793, 5903	
MUHS 5722, 5732, 5952, 5943, 4253	
MUHS 600V Masters Thesis or 601V Lecture-Recital	

Applied Music*

4-8

* 4 hour minimum for music history--8 hour for early music performance practice

Music Theory and Composition

4-8

Electives

Total

36

Four Semester Plan

Semester 1	Semester 2
Semester 3	Semester 4

**Master of Music
Choral Conducting**

Name _____ Student Number _____

Term Entered _____

Music Theory and Composition 8

MUTH 4703 Form and Analysis	
MUTH 4612 or 5672 Orchestration	
MUTH 5322 Score Reading	

Music History and Literature 12

MUHS 5973 Bibliography and Methods of Research	
MUHS 5753, 5773, 5783, 5793, or 5903	
MUHS 5952	
MUHS 5962	
MUHS 5---	

Applied Music 4

Music Pedagogy 6

MUPD 582V Conducting IV	
MUSP 5201 Recital	
MUAP 5211 Recital	

Electives 6

Total 36

Four Semester Plan

Semester 1	Semester 2
Semester 3	Semester 4

**Master of Music
Instrumental Conducting**

Name _____ Student Number _____

Term Entered _____

Music Theory and Composition	8
MUTH 4703 Form and Analysis	
MUTH 4612 or 5672 Orchestration	
MUTH 5322 Score Reading	

Music History and Literature	12
MUHS 5973 Bibliography and Methods of Research	
MUHS 5753, 5773, 5783, 5793, or 5903	
MUHS 4793, 5943, 5952, 5962, or 4253	

Applied Music	4

Music Pedagogy	6
MUPD 582V Conducting IV (4)	
MUSP 5201 Recital	
MUAP 5211 Recital	

Electives	6

Total **36**

Four Semester Plan

Semester 1	Semester 2
Semester 3	Semester 4

**Master of Music
Music Education**

Music Core **8-9**

MUTH 5623 Pedagogy of Theory	
MUHS Literature/History 4793, 5952/5962, 4733	
MUAP 5001/510V Applied Study (2 semesters, 2 hours minimum)	

Music Education Core **16**

MUED 5513 Resources in Music Education	
MUED 5811 Curriculum Design in Music	
MUED 5653 Issues in Music Education	
MUED 5733 Music Education in the Elementary School	
MUED 5983 Psychology of Music Behavior	
MUED 5973 Tests and Measurement in Music	

Thesis/Project **3-6**

MUED 600V Thesis	
MUED 605V Project	

Electives **5-9**

Total **36**

Four Semester Plan

Semester 1	Semester 2

Semester 3	Semester 4

FINAL SEMESTER

There are several things that must happen before you can graduate. First, you must apply for graduation. Early in the final semester visit the office of the Graduate School and ask for the papers that need to be filed. With the help of your major professor you will ask three graduate music faculty members with whom you have worked during the course of study to serve as the committee for your final comprehensive exams that will take place before the end of the semester.

There are two examinations; a written one followed approximately one week later by the oral one. The written examination questions are given to the committee chair who then gives the questions to the candidate to answer. It is normal to ask committee members how to prepare for their questions. Generally about 4 to 6 hours are set aside for you to answer these questions. A week later the candidate will schedule an hour and a half session with the committee. The oral questions can be about your written answers or can address other degree related information. At the successful completion of the exams each committee member will sign Record of Progress Form found at:

<http://www.uark.edu/depts/gradinfo/dean/handbook/regulations.html#recordofprogress>. The paper must be signed by your advisor and by the department chair. The candidate is responsible for taking it to the Graduate School.

A project/thesis requires another committee. Your project/thesis advisor will be helpful in selecting members for this committee. At the completion of the project/thesis there will be a defense, and it will be submitted to the graduate school for the library.

Please double check the requirements for the project/thesis (graduate school website <
<http://www.uark.edu/depts/gradinfo/dean/thesisguide.html>>).

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

